


Patskan, George J.

From: Zhang, Mingda (R&D)
Sent: Monday, October 21, 2002 4:56 PM
To: Desel, Paula; Garguilo, Thomas; Haywood, Santa; Jupe, Richard; Lenling, Amy; McCormick, Brendan; Osborne, Kevin; Patskan, George; Walk, Roger; Watts, Eddie; Wrenn, Susan
Cc: 'Conley, Robert'
Subject: Draft Best Practices Guidelines

Dear All,


Attached for your review and comments is a complete draft of the Best Practices (BP) Guidelines, representing the result of the hard work by all team members. I would like to take the opportunity to thank you all for your contributions to the initiative so far. Special thanks to Rob, who has helped us enormously in capturing our discussions and thoughts and putting them together as draft components. As you can see from the attached, each Best Practices component is consistently structured with BP Statement, BP Elements, and BP Foundation sections.


BP guidelines draft
1.DOC

Based on the feedback from the Senior Team Game Plan meeting last month, the current plan is for the whole BP Team to present to the Senior Team when we have completed the Best Practices Guidelines document and developed an implementation plan. The presentation to the Senior Team will also address the implementation status of the Best Practices Guidelines. The next milestone of the Best Practices Initiative, "Presentation to Senior Team - Best Practices recommendations", is currently planned for 11/02.

The Best Practices Guidelines, whence approved by the Senior Team and adopted, may have significant impact on the operation of many functional groups in the company. Therefore, in addition to reviewing the document personally yourself, we strongly recommend having the attached draft reviewed and discussed within the respective functional groups that you represent in the Best Practices Team. We can then inform the Senior Team that our BP Guidelines recommendations represent the collective thinking of all the functions involved and not just those of the team members.

For BP implementation status, gaps and plans I have tried to capture all the BP elements in the attached table with a proposed team member responsible to address each of the elements. These elements are organized in the order as they appear in the BP Flowchart (see Figure 1-1 at the end of Introduction). For each of the BP Elements you are responsible for, please review whether all the necessary components are in place for our operations to be in compliance with the proposed BP Guidelines. If that's not the case, please identify any gaps that need to be addressed and propose a plan for filling the gaps. At this stage we are focusing the implementation plan on potentially reduced exposure or reduced risk products ("PREPs"). Nevertheless, it might be a good idea to evaluate the current practices for conventional products against the proposed BP Guidelines as well in preparation for our subsequent milestone ("Assess practices for conventional products against the best practices for potentially reduced exposure/risk products and recommend any improvements to Senior Team by December 2002"). Please feel free to use any format that works best for you in formulating the implementation status/plan of the individual BP elements. The attached table is meant to facilitate the implementation plan and not a proposal for a specific structure. Eventually we will put together an implementation document and presentation for its communication.


BPF implementation
2002-10-21....

Please send all comments/suggestions on the attached draft BP Guidelines as well as implementation status, gaps and plans to me by Nov. 5. I'll integrate all the comments and get back to you with a draft agenda proposal for our presentation to the Senior Team, including proposed presenters for individual components of the BP.

Best regards,

Mingda

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